

MERCED

COUNTY

DEPARTMENT OF PUBLIC HEALTH

POLICY NO. 512.50

EFFECTIVE DATE: 11/1/98

REVISION DATE:

REVIEW DATE: 5/2006

EMERGENCY MEDICAL SERVICES AGENCY

This policy supercedes any other Existing policy on this subject

Subject: TRAUMA FACILITY APPLICATION PROCESS

Authority: California Health and Safety Code, Section 1798.165, California Health and Safety Code, Section 1798.170, California Code of Regulations, Title 22, Division 9, Section 100236 et seq.

Purpose: To delineate the process for hospitals to follow when submitting an application for designation as a specific trauma facility (e.g. Level II, Level III, EDAT).

Policy: To achieve designation as a Level II, Level III Trauma Center or EDAT, hospitals shall submit an application and follow the required process as outlined in this policy.

Procedure: For consideration of a designation as described above, a hospital shall follow the application process as delineated herein whenever designation is sought outside the County Request for Proposal Process:

- 1. The requesting hospital shall submit a letter of request for trauma facility application to the EMS agency. The letter should be addressed to the EMS Agency Administrator, specify the level of designation sought and should be signed by an individual with the authority to commit the hospital to the specifications as contained in the California Code of Regulations, Section 100236, et seq..
2. The letter should specify the commitment of the hospital to comply with all requirements for designation at the requested level, including, but not necessarily limited to, administrative, operational, clinical and financial commitments of the hospital.
3. Once the letter of request is received, the EMS agency will prepare an application package and forward it to the applicant hospital. The applicant will be given 90 days to complete the application package and submit it to the EMS agency for review. A non-refundable application fee, established through the Health Department Fee Schedule, must be submitted with the application. An invoice will be included with the application package sent to the applicant.
4. The EMS agency will schedule a Site Visit to verify the information contained in the application within 60 days of receipt of the application. The Site Visit will be conducted by a Site Survey Team (SST) made up of at least two experts in the field of trauma services that have no known conflicts of interest with any of the involved parties. The applicant may request exclusion of a specific SST member on the basis of conflict of interest only. The site visit will include objective confirmation of the application information as well as

APPROVED:

ON-FILE

John Volanti, MPH
Director of Public Health

James Andrews, MD
EMS Medical Director

subjective evaluation of the hospital's capability and commitment to serve at the level of designation requested.

5. Based upon the SST's review and confirmation of the written application, as well as their subjective review of the applicant facility, they will prepare and submit a draft report and recommendation to the EMS agency regarding designation. If the SST recommends substantive corrective actions prior to designation, the EMS agency may request a Plan of Corrective Action (PCA) from the applicant, to address the areas of deficiency. If requested, a PCA shall be submitted by the applicant within 45 days of its request.
6. PCAs shall be reviewed by the EMS agency and the SST and shall be taken into consideration for the final report and recommendation to the Director of Public Health. Once the application is approved, the applicant and the EMS agency shall execute a contract articulating the trauma system responsibilities and contractual requirements of the parties.
7. If, after review of the PCA, the application is denied, a letter of denial shall be sent to the applicant by certified mail. The letter of denial shall specify the reason(s) for the denial and describe the following appeal process, should the applicant wish to appeal the decision:
 - A. If an application is denied, the applicant may submit a letter of appeal requesting a hearing. Said letter must be received at the EMS agency within 15 working days of receipt of the certified letter denying the application. Expert judgements or analysis of the SST are not subject to appeal.
 - B. Within 45 days of receipt of a qualified letter of appeal, the Director of Public Health shall convene a Hearing Panel. The panel shall include two individuals with expertise in trauma systems and one lay public representative. All panel members shall be screened for any known conflicts of interest. The applicant may request, in writing within seven (7) days of receipt of notice of the date of the hearing, the disqualification of any panel member. The request must state the reasons upon which it is claimed that a fair and impartial review cannot be accorded. The Director of Public Health shall determine within three (3) days of receipt of the request whether the evidence warrants approval of the request to disqualify the specified panel member and so notify the requestor by mail prior to the date of the hearing.

The purpose of the panel shall be to review the pertinent issues involved in the application denial; receive testimony from the appellant and/or the EMS agency; and solicit whatever additional information it deems necessary in order to render an informed recommendation to the Director of Public Health. The appeal process shall be closed to the public and any witnesses called by either party shall be required to wait outside the hearing room until called upon. The Hearing Panel may request additional documentation/information from either party, to be submitted to the panel for their review following the hearing, if such material is deemed pertinent to the issues and is unavailable at the time of the hearing. Any such documentation/information submitted for the panel's review shall also be submitted to the other party to the appeal process for their review and comment to the panel.
 - C. The Hearing Panel shall complete its report and recommendation to the Director of Public Health within 30 days of the date of the hearing. The Hearing Panel shall make one of the following recommendations regarding the decision to deny the application:
 - 1) Stay the Application Denial,
 - 2) Reverse the Application Denial, or
 - 3) Approve the Application subject to the applicant meeting specific requirements. Any such specific requirements must be submitted in written form by the panel and included as an addendum to the report.

- D. The Director of Public Health shall review the report and recommendation and render a final decision. Said decision shall be forwarded in written form and by certified mail, along with a copy of the Hearing Panel's recommendation, to the appellant.